ACADEMIC HONESTY SAFEGUARDS

FOLLOW THESE STEPS TO ADD ADDITIONAL LAYERS OF SECURITY

1. HAVE YOUR ENTIRE COURSE READY ON DAY ONE

If a student believes that an instructor isn't prepared to teach the course, they may mentally justify cheating. The first day of class sets the tone!

2. EXPLAIN TO STUDENTS WHAT CHEATING IS AND HOW IT IS PUNISHED

Use a small quiz, an announcement, a page, or a small blurb in their exam instructions to explain what cheating is and how it is punished. If you would like help implementing this explanation in your course, contact me at downinge1@nku.edu.

3. DISINCENTIVIZE CHEATING WITH SMALLER, MORE FREQUENT ASSIGNMENTS

Splitting up large assignments into smaller ones makes it less valuable to cheat and gives more opportunities for students to be caught.

4. MAKE STUDENTS FEEL WELL PREPARED FOR LARGE EXAMS – NO SURPRISES

Students should know exactly what to study and what is important. If possible, provide practice quizzes that simulate the format of the exam.

5. HAVE PROPER EXAM SETTINGS

Having the right exam settings is incredibly important. We've created a checklist to help you ensure that each exam is set up properly, which you can find at the end of this document.

6. USE MORE THAN JUST MULTIPLE-CHOICE QUESTIONS

Multiple choice questions are the most vulnerable to academic dishonesty. It is much harder to cheat and far easier to detect when someone is attempting to cheat on an essay or short answer question.

7. USE QUESTION GROUPS FOR EXAMS AND QUIZZES

Question groups allow you to have different questions pulled for each student. This prevents students from sharing answers in bulk, taking the exam side-by-side, or taking pictures of the exam and uploading them.

8. MAKE THE COURSE CHAMPION OPEN-ENDED AND CRITICAL THINKING ASSIGNMENTS

Frequent low-level assignments can make the course seem uninteresting and unimportant, which often leads students to justify their cheating.

9. ENSURE THAT STUDENTS KNOW WHY THE INFORMATION THEY ARE LEARNING IS IMPORTANT

Use real-world examples and natural language to showcase the importance of what they are learning. When possible, use information throughout the course. The Honor Code doesn't count!

10. USE ADDITIONAL SOFTWARE

There are several tools provided by IT that can help prevent academic dishonesty in your course. None of these pieces of software are 100% effective – they are the **last** layer of defense. Proper course settings and design will do far more to discourage academic dishonesty. If you want to learn more about this software, you can contact me at downinge1@nku.edu.

STANDARD EXAM SETTINGS CHECKLIST

- Have you done an Exam preview? This should let you check that question points and question answers are correct. Make sure these are correct!

- Is the "Shuffle Answers" box checked? This should not be done if available answers include phrases like "both A&B" or "All of the above".

    Options

    ☑ Shuffle Answers

- Do you have a time limit? In general you should assume 1 to 2 minutes per question, depending on the complexity of your test.

    ☑ Time Limit [|] Minutes

- Is "Let Students See Their Quiz Responses" unchecked? If checked, this will allow students to go back and see questions and answers – this should not be used for exams you want to keep private.

    ☐ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

- Do you need to show only one question at a time? This isn't always necessary and can be controversial – students are taught to skip around a test to do the hard questions first, but it can prevent students from taking the test simultaneously and sharing answers.

    ☑ Show one question at a time
    ☐ Lock questions after answering

- Do you have a Due date? All Exams should have a Due date that matches the end of their availability date.

    Due

    [   ] 📅

- Do you have an available from and an available to date?

    Available from   **Until**

    [   ] 📅   [   ] 📅